

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **75**

Salary: **Unpaid**

INTERNSHIP INFORMATION

Number of Vacancies: **1**

Location: **Old Colony
Correctional Center**

Internship Track: **Treatment &
Programs**

Hours/Schedule: **Flexible**

Duration:
 Full Semester

Position Description: Intern will provide administrative / clerical support to various departments within the Institution to assist with such tasks as the handling of inmate correspondences, inmate requests, library services, volunteer services, recreational activities, program rosters, program evaluations, Records Department procedures and treatment. Assist in filling out and tacking applications for various programs and special activities. The position will provide cross training and exposure to operations regarding Inmate Treatment and Programs, Criminal Offender Record Information (CORI), Inmate Training and Education, Library Services, Religious Services, Recreation and Leisure activities, and Institutional security procedures.

Responsibilities/Major Duties: Assigned to the Director of Treatment and the volunteer services coordinator as well as other reporting staff. Maintain schedule adherence. Gain understanding and proficiency in professionalism within a medium security mental health correctional environment.

Preferred Qualifications: Completed at least two years of college. Individual needs to be organized, self- motivated, mature and able to handle confidential information. Has the ability to interact and promote a team atmosphere in order to problem solve. Writing, interpersonal communication and computer skills required.

How to apply:**Mail Internship Application to:****Maurice Cameron**

Office of Diversity & Equal Opportunity

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Agency Web Address: <http://www.mass.gov/doc>

An Equal Opportunity/Affirmative Action Employer.

Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.